

Spec. Code: 1164(4102)  
Occ. Area: 04  
Work Area: 069  
Prom. Line: none  
Prob. Period: 6 mo.  
Effective Date: 02/20/02

**POLICE TELECOMMUNICATOR /**  
**\*Public Safety Telecommunicator**

Function of Job

Under general supervision of a designated supervisor, to receive, interpret, and transmit messages and information for a law enforcement agency using a variety of telecommunication equipment (such as telephone, two-way radio, teletype, and/or computer terminal).

Characteristic Duties and Responsibilities

1. receives and interprets in-coming citizen complaints, inquires, and reports of emergency and non-emergency situations; logs, coordinates, disseminates, and maintains records of messages; may initiate police reports of incidents; originates and disseminates information regarding safety and well-being of law enforcement officers and citizens
2. operates equipment of a communications control center to receive and transmit police business and emergency messages; may monitor and provide base-station service for multiple police and citizen-band radio channels
3. operates terminal connected to federal, state, or local law enforcement information systems (such as Law Enforcement Agency Data System, LEADS, National Law Enforcement Telecommunications System; or National Crime Information Center) and/or a departmental computer to enter or retrieve information for the purpose of gathering, verifying, or maintaining data; interprets responses of the data systems; recognizes malfunctions of the terminal and assists system personnel in the correction of problems
4. assists in the training of student or replacement telecommunications operators or interns
5. controls access to police station by requiring proper identification and/or escort
6. may process routine police enforcement documents and records
7. may operate and monitor the control center of an automated fire/security alarm system; dispatch firefighters or police officers as necessary
8. may monitor local weather warning system and broadcast severe weather notices as directed
9. may receive, secure, and maintain records of firearms or lost-and-found property of campus residents
10. may maintain records and security of master keys

11. performs related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. No record of conviction of a felony or a crime involving moral turpitude

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge, skills, and abilities comparable to those gained by completing four academic years of high school instruction
2. Ability to type at a rate of 25 net words per minute
3. Ability to maintain self-control under stress conditions
4. Ability to maintain confidentiality and security of accessed information
5. Ability to communicate effectively
6. Ability to work hours required by the institution to be served
7. Good vision and hearing
8. Freedom from speech impediments that would prohibit performance of job

NOTE: If required by the employing institution, employees must successfully complete a certified public safety telecommunications-training program prior to completion of their probationary period.

Employees must also become certified as a LEADS (Law Enforcement Agency Data System) computer terminal operator prior to completion of their probationary period if required by the employing institution.

Police Telecommunicator/\*Public Safety Telecommunicator..... Revised

*\*Denotes Alternate Title for Class*